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13. BASIC FUNCTION OF POSITION

The incumbent, under the supervision of the Prevention Branch Chief for the CDC Nigeria Office (Abuja), provides project support to the President's Emergency Plan for AIDS Relief (PEPFAR); contributing to the development, implementation, monitoring and evaluation of HIV Testing Services. The job holder's responsibilities include day-to-day program and administrative management, and coordination and collaboration with other PEPFAR agencies to ensure that project implementation addresses program strategic objectives and internationally recognized public health standards and best practices. The incumbent insures collaboration among PEPFAR partners involved in the provision of HIV Testing Services and provides leadership in promoting use of internationally recognized best practices in HTS provision among PEPFAR sponsored programs in Nigeria. Serves as the Activity Manager for HTS components of one or more CDC-supported cooperative agreements. Serves as a key contributor to the planning, development, and review of the HTS components of the annual Country Operational Plan (COP) for Nigeria. Monitors and evaluates progress of projects, identifying technical, personnel, logistical, and financial problems and makes or recommends revisions as necessary to overcome obstacles and constraints to progress. The job holder represents CDC Nigeria on HTS issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Identifies training needs and participates in the development and implementation of training courses for partner organizations.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Program Management

70%

Provides leadership and technical support to PEPFAR Nigeria and Government of Nigeria (FMOH and/or NACA) in designing, implementing and evaluating a broad range of HTS activities to: (1) enable PEPFAR Nigeria and GoN to improve their ability to develop planning for HTS by assisting with guidelines, policies, and protocols for HTS provision; (2) identification and dissemination of local and international best practices and strategies to improve HTS across the national HIV response; and (3) improve CDC and PEPFAR Nigeria's capacity to monitor and evaluate the process, outcome and impact of HTS including linkages into prevention, care and treatment services.

Working closely with the relevant senior and mid-level GoN (FMOH and/or NACA) staff, implementing partners, and the Prevention Branch Chief, incumbent is required to follow closely all programs under his/her purview to assure that the specific objectives are achieved and/or appropriate remedial activities are instituted. In liaison with the Strategic Information unit/advisors, position develops program evaluation strategies, methodologies and indicators for monitoring HIV/AIDS prevention programs in accordance with standard guidelines and protocols. Position ensures that appropriate data management systems to monitor health objectives and indicators for HTS are in place and takes responsibility for the management of these systems within the Prevention Branch. Provides advice and recommendations to Branch Chief and supervisor in interpreting data on health objectives and indicators related to HTS.

Incumbent will be Lead Activity Manager for assigned CDC cooperative agreement(s) and Activity Manager for HTS components of all CDC-supported cooperative agreements in Nigeria. In this capacity, s/he plays a major technical role in development of the Funding Opportunity Announcement, review of applications, supplemental awards, and requests for extensions. Liaises with the agency grants, contracts and cooperative agreement technical specialists at post and in the U.S. on technical reviews and funding awards for grants/contracts/cooperative agreements annually. Once grants/contracts/ cooperative agreements are in place, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor and Branch Chief, recommending actions for amelioration.

With particular focus on HTS, incumbent leads site assessments of PEPFAR Prevention, Care and Treatment programs carried out by implementing partners of the USG to ensure continuum of HIV prevention, care and treatment services is maintained. S/he collects data and prepares the technical assistance requests to be sent to the US Embassy PEPFAR managing body and/or designated agency leaders and develops scopes of work as needed. S/he prepares oral and written reports on the progress of HTS for agency and post management, other agency PEPFAR officials, and U.S. headquarters offices (may ultimately be utilized in reports to the U.S. Congress). Reporting responsibilities are monthly, quarterly and annually.

Job holder monitors activities and collaborates with each partner organization on a regular basis to ensure program results are achieved and all HTS activities and that study protocols meet human subject requirements and pass through ethical review with the appropriate agency authority. This involves regular site visits and meetings with representatives of each organization to review progress (these site visits may include routine, one week-long trips to conduct a standardized assessment of partners' sites and facilities as part of PEPFAR's site improvement and monitoring system). Draws attention to inadequate medical facilities and/or staffing.

MAJOR DUTIES AND RESPONSIBILITIES – (Continued)

Responds to requests from NGOs, health care organizations and medical professionals for information and technical assistance on HTS strategies for program dealing with mothers and infants exposed to or infected with HIV.

Job holder provides updated technical information to partners as it becomes available. Identifies training needs and participates in the development and implementation of training courses for partner organizations. The incumbent provides leadership and guidance in the design and implementation of practical training courses for various target audiences on how to implement, monitor and evaluate HTS, use M&E data, and report progress to key stakeholders.

Administrative Management

15%

Incumbent is responsible for providing oversight and monitoring the budgets allocated to cooperative agreement implementing partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, quarterly pipeline reviews and budget status reports, following up on irregular findings, and providing advice for realignments and/or redirection of budgets.

Job holder maintains files and records in the HTS data collection and reporting process specific to the activities and programs for which the incumbent is responsible. Job holder is responsible for data integrity and security of information in the reporting databases. Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically and entered into the reference system.

Job holder prepares regular and ad hoc progress reports on PEPFAR partner activities related to HTS projects and activities. Readers of these reports include agency and post management, other agency PEPFAR officials, U.S. headquarters offices and are ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually.

Prepares and presents briefings for Congressional and Executive delegations, VIP visitors; participates in making arrangements for visits and serves as spokesman as required. Serves as control officer for site visits for agency and inter-agency PEPFAR senior-level officials.

Interagency Coordination

15%

As a regional and international expert on matters pertaining to HTS, job holder represents CDC Nigeria at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials and PEPFAR country team on the results of such meetings and prepares written reports for submission to other interested parties.

Incumbent serves as a member on selected technical workgroups that propose and coordinate inter-agency program components and funding levels for program activities. Recommendations from the technical working groups play a key role in the development of the overall USG-funded programs in Nigeria.

Job holder routinely represents the agency at administrative and planning sessions called for the purpose of discussion and evaluation of financial commitments for overall programs. Such meetings include all USG-funded implementing agencies, host country government officials, and collaborating agencies and organizations. Represents agency or unit at conferences, official meetings and workgroups both nationally and internationally. Serves as program's lead technical specialist for HTS strategies targeting mothers and infants in implementing partner and other program stakeholder meetings.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Required: Post graduate degree (or higher) in Public Health, Medicine, Nursing or a related field.

b. Prior Work Experience:

The incumbent is required to have a minimum, five years' work experience in HIV Testing Services, Prevention, Care and Support programs, including program planning, implementation, and evaluation. Knowledge and experience in HIV counseling and testing that indicates the ability to consult and collaborate effectively with all levels both within and outside the agency is also required.

c. Post Entry Training:

Required ongoing post-hire training includes professional seminars to expand knowledge, skills and abilities in HIV testing Services, prevention, care and treatment, program evaluation, practices, procedures, and administrative and fiscal management, PEPFAR and agency-specific training in approaches to program design, implementation and reporting. Agency-specific leadership development training, and COR/CTO or Project Management of grants/cooperative agreements training are required. Attendance at conferences and workshops dealing with HIV/AIDS and PLWHA issues is also required

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level IV fluency in English (speaking, reading, and writing) is required.

e. Job Knowledge:

Comprehensive knowledge and experience in HTS strategies, HIV prevention services, HIV/AIDS public health programs, methods, processes, and techniques used to plan, develop, implement and evaluate results of HIV prevention programs are required. Comprehensive knowledge of the host government health care system and structures including familiarity with GoN policies, program priorities and regulations is required. Good working knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of prevention programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required. Good working knowledge of epidemiology, statistics and data analysis is required.

f. Skills and Abilities:

Strong oral and written communications skills are required. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required. The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS prevention, care and treatment programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required.

16. POSITION ELEMENTS:

a. Supervision Received:

Incumbent is directly supervised by the Prevention Branch Chief. Assignment of tasks, direction, and review of activities and progress will be provided by the Prevention Branch Chief for CDC Nigeria. However, as a recognized authority in the field of HTS operations, the incumbent will be expected to function with minimal supervision. Completion of tasks and assignments will be reviewed regularly through required written reports and oral progress reports.

b. Supervision Exercised:

This is a non-supervisory position. However, the employee will be expected to occasionally provide work allocations to support staff, direction to contractors for data entry, guidance to team members of technical assistance consultancies to PEPFAR NGO's and orientation to other FSN staff.

c. Available Guidelines:

International public health care and ethical standards, CDC Nigeria and GoN rules, regulations, and policies issued both in writing and orally. PEPFAR strategic objectives and operating provisions. The Country Operational Plan (COP). Frequently the incumbent will apply these guidelines independently as circumstances may dictate.

d. Exercise of Judgment:

Incumbent will be expected to make independent and professional judgments on the quality and effectiveness of HTS and to develop strategies for eliciting cooperation and commitment on program evaluation activities from the implementing partners of the USG and senior level staff of other agencies that are involved in providing HIV/AIDS related services and activities. Must be able to analyze complex, sensitive issues and make recommendations to senior management.

e. Authority to Make Commitments:

Position has no authority to make financial commitments; however, in the course of program management responsibilities position has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

f. Nature, Level, and Purpose of Contacts:

Contacts are with senior program managers in GoN, NGOs, and other program collaborators. The purpose of these contacts is to stimulate and support the technical quality of HTS, develop collaborations, provide consultations and build evaluation capacity for the programs. Contacts also include laboratory technicians, hospital clinicians, and nurses for program monitoring and training purposes.

g. Time Expected to Reach Full Performance Level:

The incumbent should have at least one year to adequately perform the full range of duties expected of the position. However, ideally s/he should be able to assume the full duties of the position after a brief orientation and introduction to PEPFAR, CDC and FMOH staff, and policies and procedures.